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## MAJOR CHOSEN: GENERAL OFFICE

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### I. A BRIEF DESCRIPTION OF THE MAJOR

This major leads to an Associate of Applied Science degree. It prepares you for the day-to-day operations of an administrative assistant/secretary, not only in the business world, but also for Christian organizations such as churches, Christian schools, camps, mission boards, etc.

### II. COURSE HIGHLIGHTS

Office *Administration* and *Management* Courses:

*Introduction to Office Administration* You will receive special emphasis on the procedures necessary to function efficiently in today's office with a vast array of new equipment and new organizational patterns.

*Management Principles* You will receive instruction on the management principles related to planning, organizing, leading and controlling functions in the changing world of business.

*Human Resources Management* You will gain practical knowledge from a hands-on learning approach to job analysis, recruitment, staffing, training, performance management and compensation.

Office Environment *Skills* Courses:

*Word Processing, Computer Applications I & II, and Introduction to Desk-Top Publishing*  
(4 different courses)

*Communications in Business* You will receive an emphasis on skills relevant to oral communications in business and professional contexts. Special attention is given to public speaking and interviewing.

*Medical and Legal Terminology Transcription* You will receive knowledge and experience using commonly used legal terms and roots, suffixes, and prefixes from the medical field. Practical hands-on learning will reinforce your transcription skills development.



Computer Software Programs You will be able to work with a number of different software programs that will allow you to see the many aspects of the computer field, such as: working in a network environment, electronic mail, databases, macros, etc. You will also develop knowledge and skills to design and create professional documents utilizing desktop publishing and photo editing.

### III. A TYPICAL YEARLY COURSE SEQUENCE

This is a suggested program of study for you. Other refinements to your program can be made when you consult your faculty advisor at the time of your enrollment.

You will notice that some courses are listed as electives. These electives give you the opportunity to tailor your program by selecting courses you would like to take for your own personal enjoyment.

After completing the Associate of Applied Science degree in General Office, you have the option of pursuing the Bachelor of Arts degree in Practical Christian Training.

#### First Year

Orientation .....	1	Orientation .....	1
Basic Speech Skills I.....	3	English .....	3
The Gospels .....	2	Basic Speech Skills II .....	3
Introduction to Office Administration.....	3	Methods of Bible Study .....	2
Individual & Family Finance .....	1	Introduction to Business .....	3
English .....	3	Keyboarding .....	<u>3</u>
Electives.....	<u>3</u>	Total .....	15
Total .....	16		

#### Second Year

English .....	3	Christian Doctrines.....	3
Communications in Business .....	3	Small Business & the Law .....	3
Personal & Professional Etiquette .....	1	Computer Applications II.....	3
Christian Doctrines .....	3	Problems/ Applications in Word Processing.....	3
Personal Evangelism .....	1	Biblical Missions Elective.....	2
Computer Applications I .....	3	Electives .....	<u>2</u>
Business Filing .....	<u>1</u>	Total .....	16
Total .....	15		

#### Third Year

Christian Literature .....	3	Practical Psychology .....	2
The Pentateuch .....	3	Christian Family Forum .....	1
Basic Accounting I .....	3	Legal Terminology & Transcription .....	3
Introduction to Desktop Publishing .....	3	Human Resources Management .....	3
Management Principles .....	3	Office Training .....	2
Medical Terminology & Transcription .....	<u>3</u>	Bible Elective .....	2
Total .....	18	Electives .....	<u>3</u>
		Total .....	16



## IV. FACILITIES, EQUIPMENT, AND OPPORTUNITIES

**Completely equipped computer laboratories** are available for your use. There are many academic computer labs conveniently located all over campus. They consist of various types of PCs, Apple PowerMacs, and laser printers and are all interconnected via a Novell computer network.

**A keyboarding room** with 31 IBM compatible computers and 2 laserjet printers are available for your use.

**The office technology room** is equipped with dictaphones for transcription, electronic typewriters, and an FM transmitter which is used for individualized instruction in several subjects taught in the business wing.

**Field trips** are arranged throughout your program to various facilities where you will have the opportunity to observe current business procedures and environments.

**Practical office experience** is available through the Office Training course, as well as through the work scholarship program and off-campus job opportunities.

**The Mack Library**, with 90,000 square feet of floor space and seating for over 1,300 students, gives you access to 294,000 volumes, 1,100 current periodical subscriptions, and more than 17,000 music, speech, and language recordings. Mack Library offers access to over 65 electronic databases on the library web site. An interlibrary loan program is available through OCLC, a national database, for books not held in our library. Other prominent features include the Jerusalem Chamber, a replica of the room in Westminster Abbey in London in which work was done on the 1611 King James Bible, and the University Archives Room which displays materials about the Founder and history of the University.

**Chapel** is a central feature of Bob Jones University. This 35-minute service is held every morning, Monday through Thursday. These services are a source of great inspiration to students. Four days a week the Chapel message is brought by the President or by selected speakers. Each Friday the Chapel period is devoted to the meetings of various literary societies.

**The annual spring Bible Conference** is one of the outstanding features of the University and Academy year. Your regular academic work will be suspended for the Conference, during which you will hear messages from outstanding Bible teachers, pastors, and evangelists.

**Davis Field House**, with over 87,000 square feet and seating for 3,000 people, contains 4 full-sized courts; auxiliary courts; indoor and outdoor tracks; swimming pool; café; and a fitness center with fully-equipped exercise room, aerobic room, sauna, and whirlpool.

**If you are planning to live on campus**, you will be glad to know that all of our residence halls are air-conditioned, have wall-to-wall carpeting, and have a phone in each room. You will be able to make long-distance calls directly from your room and have them automatically placed on your school bill. Computer network connectivity is available in all residence halls, as well.

All of our classrooms are air-conditioned. The Dining Common serves 8,500 delicious meals a day, and the Snack Shop and Bookstore in the Student Center carry just about anything you'll need.



You will find the finest Christian young people in the country are your fellow students, and without trying too hard, you may end up making a life-long friend!

## **V. ABOUT THE FACULTY**

The faculty members who teach in the General Office program have an average of ten years of teaching experience. Each faculty member seeks to maintain an up-to-date knowledge of methods and technology in the office administration field by being active in professional meetings, seminars, special sessions, and continuing education. All have experience in office management of other office-related positions.

## **VI. CAREER OPPORTUNITIES AND PLACEMENT**

Graduates in this program have taken positions as church secretaries, as Christian school secretaries, and in general offices in the business world. Opportunities also exist with mission boards and Christian camps.

## **VII. BJU: AN AFFORDABLE EDUCATION**

Enclosed is an expense sheet detailing the cost of attending Bob Jones University. When you compare our charges to those of other private colleges, we think you will be pleasantly surprised. We believe we offer a student more value for his dollar than anyone else in America. And to help you see how affordable "the Opportunity Place" can be for you, we have enclosed a financial aid brochure that you can use to evaluate your own situation. Your Admissions Counselor or the Director of Student Financial Aid would be happy to discuss this with you if you have any questions.

## **HOW TO TAKE THE NEXT STEP . . .**

If you can see yourself in the career described in the profile, then a great opportunity awaits you at Bob Jones University. It is the opportunity for the premier Christian college experience in all the world. It is the opportunity for learning, for fun, and for developing new friendships. It is the opportunity to prepare for a lifetime of service for the Lord . . .

The Opportunity Place . . . God's Special Place for You.